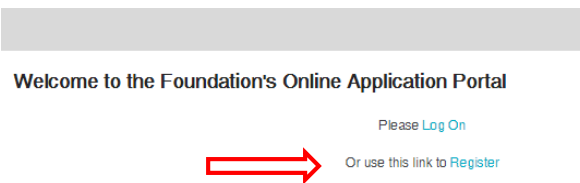


Online Application User Instructions for Scholarships

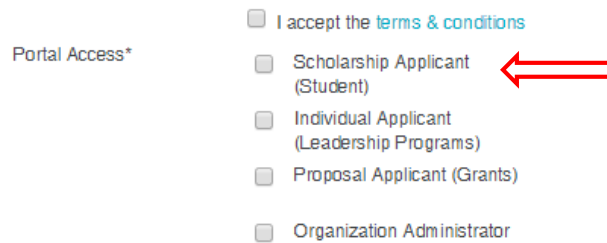
Please register or login on The Miami Foundation's online application portal. If you have not previously registered **you must register on the portal** before you can apply for a scholarship. If you registered in 2015, you **will not** need to reregister on the portal.

To complete the registration process follow these steps:

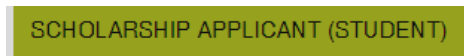
1. Access the online application portal by [clicking here](#).
2. Select "Register" on the Welcome page



3. Enter your personal details like name, email address, and password.
4. **De-select "Grant Applicant,"** then select "Scholarship Applicant" from the Portal Access options.



5. Once you are successfully logged in, you will be taken to this screen:



Welcome to the web portal

Thank you for taking the time to register with us. If you registered as an Applicant you can begin using those features right away. If you requested any other access you will need to wait for approval before you can use those features.

Use one of the portal menus ("Scholarship Applicant (Student)") to get started.

6. You may now apply for scholarships. To do so, hover over the green button that says "Scholarship Applicant" and select "Find Scholarships." Select the scholarship you are applying to under "Available Scholarships."

Once you start you may save your applications and submit at a later time. To access saved applications, hover over the green button that says "Scholarship Applicant" and select "My Saved Applications."

Please carefully read the guidelines of each scholarship before submitting an application.

For questions or assistance, please contact:

Alex Rosales | arosales@miamifoundation.org | 305-357-2094